

D. Bensey

Chairman:
CRAG A. GREENING
Members:
Q. J. HUMPHREYS
DENNIS C. MILLER
JOHN L. PARKER
DIANA STOUT
EVERETTE SULLIVAN

Committee for the Purchase of Commodities and Services from the Handicapped

ROOM E-108
STATE CAPITOL BUILDING
CHARLESTON, WEST VIRGINIA 25305-0139

Ex Officio Members:
DICE ESTILL
Executive Secretary
DANNY MYERS
Executive Director
West Virginia Association
Rehabilitation
Facilities

MINUTES

October 28, 1992

SMALL P & P CONFERENCE ROOM
WEST VIRGINIA REHABILITATION CENTER COMPLEX
INSTITUTE, WEST VIRGINIA

The meeting of the Committee for the Purchase of Commodities and Services from the Handicapped was called to order by Craig Greening, Chairman. Other members in attendance were Q. J. Humphreys, Tara Justice, and John Parker. Ex officio members of the Committee in attendance were Danny Myers and Debbie Bensey from the CNA.

The minutes for the meeting of September 29, 1992, were approved as submitted without amendment.

John Parker gave the financial report which showed a beginning balance of \$4,735.06, with disbursements of \$211.12 and an ending balance of \$4,523.94.

The Chairman's report began by pointing out the State Use Conference scheduled for January 25-26, 1993, with possible attendees including himself, Dennis Miller, or John Parker. Craig indicated to the CNA a need for their support in preparing the Annual Report of the Committee's activities to the Governor and the legislative leadership. Danny Myers indicated some long-standing problems in the timeliness and quality of information submitted to his office by participating facilities. A long discussion ensued as to methods and procedures that might be undertaken to address this problem.

The next part of the Chairman's report was a letter written to the CNA outlining several suggestions to modify contract presentations to assure consistency of information flow and the format of data. The Committee would like to review wage determination survey information; a more detailed breakdown of fringe benefits; and some more detail on supplies, materials and equipment costs priced in each contract. Craig's letter to the CNA also requested whenever possible the observations of certain time frames for submitting contract renewals and new contracts and a more detailed statement of work for each project, especially changes in the statement of work.

Under old business, detailed discussions were held involving mailing the Committee's brochure to all appropriate parties and resolving the bothersome and complex microfilm contract through the workshop's association.

Under new business, Danny Myers discussed past-due accounts receivable from the State of West Virginia, some that were over 130 days delinquent. He indicated that these delinquent payments were not only causing great difficulties for facilities, but he stated it would be necessary for the CNA to borrow against an existing line of credit to meet its own rather substantial payroll obligations by October 30.

The next item under new business was contract renewals beginning with a janitorial contract between the Employment Security Commission for janitorial services at its Lewis Street location. This contract is scheduled to begin December 15, 1992, through December 14, 1993, and involves approximately 54,000 square feet at an approximate cost of \$.93 per square foot. It employs one supervisor and three workers full time. Shawnee Hills is to perform this contract. Its annualized cost is \$50,300.64. Motion to approve this contract was made by John Parker, seconded by Q. J. Humphreys. Motion passed unanimously.

The second contract presentation was for janitorial services to the Employment Security Commission to be provided by the Sheltered Workshop of Nicholas County from December 1, 1992, through November 30, 1993, at ESC's office at Summersville. This work is to be provided by one worker and one supervisor, approximately two hours daily. Janitorial services are to be provided at \$.8417 per square foot for 9,000 square feet, at an annualized cost of \$7,575.36. Motion was made by Q. J. Humphreys, seconded by Tara Justice that this contract be approved. Motion passed unanimously.

The third contract presentation was for janitorial services through the West Virginia Air National Guard at Martinsburg with the work to be performed by the Eastern Panhandle Training Center from November 1, 1992, through October 31, 1993. The total approximate square feet involved is 84,708. It will employ one supervisor and six workers full-time and a seventh worker approximately 1.5 hours daily. The approximate annual cost per square foot is \$1.1194. This contract may be increased with new square footage added at \$.0933 per month per square foot. This janitorial work is to be performed in 13 different buildings at an annualized cost of \$94,818.24. Motion was made by John Parker, seconded by Q. J. Humphreys that this contract be approved. Motion passed unanimously.

The fourth contract presentation involved approval of a pre-sort price list between the CNA and IS&C of the Department of Finance and Administration. The price list included ten specific price quotations from pre-sorting at \$20.80 per

thousand through bulk mailing, third class with and without zip codes, miscellaneous labor, affixing address labels, and inserting into envelopes. Motion was made by John Parker, seconded by Tara Justice, that this contract be approved. Motion passed unanimously.

The fifth contract presentation was for wiping cloths to be provided by the Jackson County Developmental Center to all state agencies and political subdivisions from August 31, 1992, through August 31, 1993. John Parker moved, seconded by Q. J. Humphreys, that the attached price list be approved by the Committee. Motion passed unanimously.

Danny Myers made a preliminary presentation of a contract for janitorial and building maintenance and lawn care for a new Welcome Center constructed by the West Virginia Parkways Authority with the work to be performed by the Mercer County Workshop. When formally approved by the Committee, this contract will employ one supervisor and four workers full-time and an additional four relief workers. The Committee reviewed a preliminary contract presentation for this only and will approve this contract formally at its next regularly-scheduled meeting.

The CNA updated the Committee on its project for recharging laser printers and copying machines. At present, there are eight facilities interested in undertaking this as a possible statewide contract.

The Sheltered Workshop of Nicholas County is looking into the possibility of assuming the statewide contract from Shawnee Hills Industries regarding hand soap and hand-soap dispensers.

A brief update on the status of the janitorial service contract at the Department of Highways' district office at Burlington was given to the Committee by Debbie Bensey.

There being no further business to be brought before the Committee, it was in adjournment with the time and place for the next meeting being Thursday, December 3, 1992, at 9:30 a.m. at the Small P & P Conference Room at the West Virginia Rehabilitation Center Complex, Institute, West Virginia.

Craig A. Greening, Chairman



John L. Parker, Recorder